



Special Events Annual Permit FAQ's

- What types of hand washing setups will be approved under the annual permit?
 - NO gravity flow setups will be allowed. A self-contained hand wash station is required.
 - A permanently installed single basin, rectangular hand wash sink that is at least 9" wide, 9" long, and 5" deep.
 - The sink faucet shall be mixing or combination type.
 - Provide hot and cold water under adequate pressure. The rate of flow must be (1/2) gallon per minute.
 - Plumbing must be closed connection.
 - The business name must be clearly indicated on 3 sides of the hand wash station.
- What are the acceptable types of equipment?
 - Equipment must be ANSI/NSF approved or of commercial grade.
 - All equipment must be smooth and easily cleanable.
- Can I keep food in my refrigerator overnight?
 - You must obtain a variance to be able to carry over potentially hazardous/TCS food from day to day.
- How many booths/bars stands can I have under my permit?
 - You may have 1 booth per permit issued for the duration of the event. Any additional booths operating at the same event must have their own permit.
- Can I obtain an annual permit for a beer garden?
 - No, beer gardens will not be issued an annual special event permit.
- What if I have a different number of booths/bars/stands for different events?
 - Must submit all variations for booth set-up. Any deviation from the booth set-ups approved at plan submittal will require a re-submittal of plans.
- Where can I use my permit, and how do I let you know my locations?
 - You can use your permit at department approved special events.
 - You will need to turn in a list of events you plan on attending when submitting an application. You will be required to notify the department via email (specialevents@mail.maricopa.gov) of any additional events you will be attending at least 7 days prior to the event.
- What if I have a last minute event?
 - The event must be registered with our department in order for you to attend. Otherwise, it will not be a qualified event for you to attend.
- Will my booth have to be the same layout for the event?
 - Your booth will need to be the same layout as it was approved during the plan review process. If there are variations to your setup, you will be required to resubmit plans.
- Can I cool foods in my refrigerator?
 - No. Cooling of foods is not allowed at special events. There is no variance available for this process.
- How long will it take to get an annual event permit?
 - The entire time that it takes to obtain a permit can vary depending on the circumstances. It will take approximately 10 days for the plans to be reviewed and approved. After that point a letter will be mailed with any stipulations if required. Once you receive that you must contact the Special Event Program to schedule your first inspection for approval of the permit.
- Do you have a list of minimum qualifications?



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- Yes. There is a set of guidelines listed in the annual special event permit application.
- Do I have to be a certified food service manager to have an annual permit?
 - Yes. There needs to be at least one certified food manager onsite.
 - All other employees who handle food must also obtain their food service handler cards.
- How many inspections will I get under the annual permit?
 - A minimum of 3 routine inspections will be conducted annually.
- What type of ware washing facilities will be required under the annual permit?
 - A 3 compartment sink set up, with wash, rinse, and sanitize bins will be required. Either a fixed plumbing or gravity flow set up may be used.
- Will I be allowed to do extensive preparation (tamales, rolling sushi, etc) under the annual permit?
 - No. Extensive preparation will not be allowed.
- What counts as extensive preparation?
 - Extensive preparation is a complex food process that requires multiple steps: Receive→store→cook→cool→reheat→hot hold→serve.
 - Only food items that require minimal contact with food are allowed at an event receive→store→prepare→serve **OR** receive→store→prepare→cook→serve
- If my food is frozen solid can I keep it overnight?
 - Yes, but only with a variance. Contact the special events program to gain more information about applying for a variance.
- Can time be used as a control?
 - No, time as a control is a complex food process that has several requirements that are to be followed. Due to the nature of an event, time will not be allowed as a control. For Example: if the temperature of the product exceeds 70°F under time as a control, it must be discarded. This requires extensive monitoring and logging of time and temperatures which is impossible due to the busy nature of an event.